

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



SANTA FE COUNTY

Anna T. Hamilton
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Katherine Miller
County Manager

102 Grant Ave; Santa Fe, New Mexico 87501 Phone: 505-992-9880 Fax: 505-992-9895

Job Title: Recording Clerk Senior

Department/Division:	County Clerk's Office	Range:	15
Salary:	\$14.00/hr. – \$20.3466/hr.		
Position Status:	Full-Time/Classified		
FLSA Status:	Non-Exempt		
Closing Date:	February 1, 2022		
Job #:	1-2022-036		

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Under the general supervision of the County Clerk and the direct supervision of the Chief Deputy Clerk, Recording Manager or Records Manager; probate court assistance, records, scans, digitizes, and indexes documents and performs informal records searches and coordinates some long-term projects in the Clerk's Office.

Essential Job Functions:

- Reviews documents ensuring that all necessary signatures and information is presented;
- Records and indexes in the appropriate format and in the proper order;
- Provides services for the public including, probate court assistance, issuing marriage licenses, conducting informal real estate and legal document searches; duplicates documents, and answers inquiries from the public, abstractors, lawyers, surveyors and banks;
- Knows and ensures compliance with the provisions of New Mexico statutes and codes as they relate to probate court assistance, recording and management of public records and other Clerk's Office functions;
- Works with procurement staff in budget and contracts as it relates to probate court assistance, public records and research;

- Promptly responds to e-recordings, telephone calls, written communications, and email; promptly and courteously answers the telephone, transfers calls and takes messages;
- Collects money for services rendered, provides receipts, and balances on a daily basis; types correspondence and information onto documents; and prepares billing statements to title companies;
- Repairs damaged plats and documents; prepares documents (hardcopy and/or microfilm for archival storage);
- Creates and burns documents and plat discs to create microfilm to ensure records are permanent for storage; exports documents, reviews and ensures all images are correct and in numerical/sequential order;
- Trains employees on how to use Clerk's Office equipment and on records/recording procedures;
- Imports and partially indexes old books; and performs final proofing to ensure quality assurance for record retrieval;
- Performs administrative functions and tasks throughout the County Clerk's Office to include the Bureau of Elections, Probate Court, Recording, and Records Divisions; trains staff on election procedures; collects ballot boxes and assists poll workers.
- Coordinates long term projects such as archiving old records and updating recording procedures.
- Other position specific duties may be assigned during peak election activities.

Knowledge / Skills:

- Knowledge of office procedures and practices and the functions of public service offices; comfortable with computers, office equipment and common office computer software like spreadsheets and word processing; including the keeping of records and the preparation of correspondence, of basic office equipment, including computers; of filing systems; and of basic arithmetic;
- Must have strong customer service skills and the ability to work under stressful circumstances in dealing with the public and co-workers;
- Communication skills both verbal and written are necessary; and the ability to follow verbal and written instructions;
- Ability to work independently or with others, maintaining a professional attitude with the public, co-workers and County officials;
- Ability to meet defined deadlines and performance metrics.
- Ability to make judgements and appropriate interpretation of New Mexico recording and records law.
- Escalates and works with the division supervisor to solve problems as they arise.

Minimum Qualifications:

- High school education or equivalent, plus four years (4) years in any combination of retail, clerical and/or record keeping experience.
- COVID Vaccine: The COVID vaccine is mandatory for all Santa Fe County employees unless granted an accommodation under applicable state or federal law.

Working Conditions:

Work is generally performed in an office setting, warehouse and in the field, in varied weather conditions with occasional duties in the evening and on weekends during peak recording, records, and election cycles. Manual and finger dexterity required. May be subject to CRT's, VDT's and UV rays. May be required to lift or push up to 50 lbs. Travel time may be required. Training others is required.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Apply Online at:

https://www.santafecountynm.gov/human_resources/employment_applications.

Resumes will not be accepted in lieu of the official Santa Fe County employment application. Proof of education, certificates and/or endorsements must be attached to each application.